

Sisseton-Wahpeton Oyate

Job Description

Job Title: SAMSHA (SOC) GRANT- Youth Program Employee and Cultural Mentor (M-01)

Reports to: Project Director

FLSA Status: Non-exempt

Summary:

Provide cultural competency guidance to program staff and build positive relationship and rapport with youth clients, their schools, teacher, community, and their families. Work with program staff, partners, and clients to provide cultural mentoring for youth and coordinate culturally aligned events. Will also provide case management for clients, keeping accurate records of case notes and client benchmarks. Provide supervision of client's daily activities and transportation for clients (e.g., school, medical appointments, and extra-curricular activities). Facilitate designated life skills and resiliency-building curriculums, keeping detailed records of implementation. Work with Youth Lodge staff to provide comprehensive care.

Duties and Responsibilities:

- Assist clients and staff with cultural competency, programming, and activities
- Provide cultural mentoring through individual and community events
- Ensure clients' records are documented through case management
- Build positive relationships through cultural teachings
- Provides support services for clients/families
- Assist staff in meeting and tracking client benchmarks
- Responsible for assisting care team during events as needed
- Promote healthy/positive environment for youth/families

Qualification Requirements:

- Must be 25 years old or older
- Ability to communicate effectively verbally and in writing with community, families, and professionals for information and scheduling purposes
- Strong organizational skills and ability to multi-task in a fast-paced environment
- Drug and alcohol free
- Ability to work independently (e.g., self-motivated and resourceful) and as a team
- Able to lift over 30lbs
- Able to sit and/or stand for long periods of time
- Must be able to work flex schedule (occasional weekends and every other holiday)
- Must be able to successfully pass background check as required by PL 101-630

Education and/or Experience:

- High school diploma
- CPR/First Aid certificate/ First Aid Mental Health certificate
- Must have a valid driver's license and a tribal driver's license
- Excellent verbal and written communication skills
- Expertise in using MS Office suite (i.e. Word, Excel, Outlook, PowerPoint)

Approved _____

Date _____